

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

| | |
|----------------------|---------------------|
| Employee Name | Dufauchard, Preston |
| Expense Dates | 05/03/10-05/26/10 |
| Total Expense Amount | 1276.04 |
| Amount Due Employee | 509.98 |
| Form ID | TEA000665417 |

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

| | Date | Expense Item | Amount | If not submitted - Explain |
|----|-------|---------------|--------|----------------------------|
| 1) | 05/03 | Lodging | 139.18 | |
| 2) | 05/03 | Parking, Auto | 20.00 | |
| 3) | 05/04 | Parking, Auto | 21.00 | |
| 4) | 05/04 | Parking, Auto | 25.00 | |
| 5) | 05/05 | Parking, Auto | 11.00 | |
| 6) | 05/12 | Railroad Fare | 30.60 | |
| 7) | 05/20 | Railroad Fare | 30.60 | |
| 8) | 05/26 | Railroad Fare | 30.60 | |

2. Forward Transmittal Sheet and attached documentation through your approval process.

| EXPENSE EXCEPTION(S) | | | |
|----------------------|-------------------------|--|----------|
| | Expense Rule | Exception | Response |
| 1) | ER Department Policy #4 | Rental car receipt is required for this expense item. | |
| 2) | ER Department Policy #1 | Receipt and travel itinerary required for this expense item. | |
| 3) | ER Department Policy #1 | Receipt and travel itinerary required for this expense item. | |
| 4) | ER Department Policy #4 | Rental car receipt is required for this expense item. | |

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved
by:

Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 05/03/10-05/26/10
Report Name Preston - May

Request Total \$ 1276.04
Direct Charge Total - 766.06
Travel Advances - 0.00
Net Due Employee = **509.98**

| Trip Totals | | |
|-----------------------|----------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Non-Travel Expenses | Sacramento | 275.80 |
| Regular Travel | LA | 375.99 |
| Regular Travel | MBA Conference | 624.25 |

NOTE: (d)=Direct Charge

| DATE | Mon May 3 | Tue May 4 | Tue May 4 | | | | | | | TOTAL |
|----------------------------|--------------|--------------|--------------|--|--|--|--|--|--|--------|
| Lodging | 139.18 | | | | | | | | | 139.18 |
| Parking, Auto | 20.00 | 21.00 | 25.00 | | | | | | | 66.00 |
| Auto Rental (d) | 51.67 | | | | | | | | | 51.67 |
| Dinner | 18.00 | | | | | | | | | 18.00 |
| Commercial Air Fare (d) | 349.40 | | | | | | | | | 349.40 |
| TOTALS \$ | 578.25 | 21.00 | 25.00 | | | | | | | 624.25 |

| DATE | Wed May 5 | | | | | | | | | TOTAL |
|----------------------------|--------------|--|--|--|--|--|--|--|--|--------|
| Commercial Air Fare (d) | 313.40 | | | | | | | | | 313.40 |
| Auto Rental (d) | 51.59 | | | | | | | | | 51.59 |
| Parking, Auto | 11.00 | | | | | | | | | 11.00 |
| TOTALS \$ | 375.99 | | | | | | | | | 375.99 |

Travel & Expense Account Summary

| DATE | Thu May 6 | Wed May 12 | Mon May 17 | Thu May 20 | Wed May 26 | | | | | TOTAL |
|--------------------------|--------------|---------------|---------------|---------------|---------------|--|--|--|--|---------------|
| Mileage Personal Auto | 92.00 | | 92.00 | | | | | | | 184.00 |
| Railroad Fare | | 30.60 | | 30.60 | 30.60 | | | | | 91.80 |
| TOTALS \$ | 92.00 | 30.60 | 92.00 | 30.60 | 30.60 | | | | | 275.80 |

Travel & Expense Account Summary & Detail

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|-----------------------|------------|----------|------------------------|--------|---------------|
| Regular Travel | MBA | 05/03/10 | Lodging | 139.18 | Cash |
| Regular Travel | MBA | 05/03/10 | Parking, Auto | 20.00 | Cash |
| Regular Travel | MBA | 05/03/10 | Auto Rental | 51.67 | Direct Charge |
| Regular Travel | MBA | 05/03/10 | Dinner | 18.00 | Cash |
| Regular Travel | MBA | 05/03/10 | Commercial Air Fare | 349.40 | Direct Charge |
| Regular Travel | MBA | 05/04/10 | Parking, Auto | 21.00 | Cash |
| Regular Travel | MBA | 05/04/10 | Parking, Auto | 25.00 | Cash |
| Regular Travel | LA | 05/05/10 | Commercial Air Fare | 313.40 | Direct Charge |
| Regular Travel | LA | 05/05/10 | Auto Rental | 51.59 | Direct Charge |
| Regular Travel | LA | 05/05/10 | Parking, Auto | 11.00 | Cash |
| Non-Travel Expenses | Sacramento | 05/06/10 | Mileage, Personal Auto | 92.00 | Cash |
| Non-Travel Expenses | Sacramento | 05/12/10 | Railroad Fare | 30.60 | Cash |
| Non-Travel Expenses | Sacramento | 05/17/10 | Mileage, Personal Auto | 92.00 | Cash |
| Non-Travel Expenses | Sacramento | 05/20/10 | Railroad Fare | 30.60 | Cash |
| Non-Travel Expenses | Sacramento | 05/26/10 | Railroad Fare | 30.60 | Cash |